

Welcome to the Home of the Bearcats where spirit, pride, and achievement are traditions of a school in which the entire community plays a vital role. We know from experience that almost all of you are hard working and responsible young adults. By continuing to work together and respecting one another, all of you at H.H.S. will increase your knowledge and develop your skills in ways that will enable you to be successful in your individual goals.

The staff at H.H.S. will be encouraging you to follow the ***Bearcat Challenge***, which is based upon the traits of courtesy, cooperation, commitment, and control. The essence of this challenge is your ability to be *courteous* to others, to work *cooperatively*, to be *committed* to your school work, and to *control* your behavior.

We hope this booklet will help you become acquainted with our facilities, policies, schedules, teams and organizations. We also hope that you will make an effort to know your teachers and make new friends at H.H.S. Your active involvement with your school will make your high school years among the most meaningful of your life. Working together, we can have a great school year!

MASCOT
Bearcat

SCHOOL COLORS
Blue & White

CONFERENCE AFFILIATION

Four Rivers Conference – Members include: New Haven, Owensville, Pacific, St. Clair, St. James, Sullivan, and Union

ALMA MATER
Come and join in song together,
Shout with might and main,
Our beloved alma mater
Sounds her praise again.
Glorianna alma mater
Hail to her be true,
She's the pride of Hermann High
Hail to old HH. (Big Blue)

ONWARD HERMANN
(fight song)
Onward Hermann, Onward Hermann
Step right up in line.
Toss the ball into the basket,
Points add up each time.
Rah! Rah! Rah!

Onward Hermann, Onward Hermann,
Fight on for your fame.
Fight fellas, fight
Until we win this game.
Rah! Rah! Rah!

Gasconade County R-1 Schools
164 Blue Pride Drive
Hermann, MO 65041
SCHOOL CALENDAR
2011-2012 SCHOOL YEAR

First Day of Classes Wednesday, August 24

Last Day of Classes Tuesday, May 22

Days not in Session

Labor Day Monday, September 5

Mid-Fall Break Friday, October 28

Thanksgiving Vacation Wednesday – Friday Nov 23-25

Christmas Vacation Wednesday Dec 21 thru Monday
Jan 2

Teacher Work Day Friday, January 13

Martin Luther King Day Monday, January 16

President's Day Monday, February 20

Teacher Work Day Monday, March 19

Spring Break Thursday-Monday, April 5-9

First Day of Class after an Extended Vacation

Thanksgiving Monday, Nov 28

Christmas Tuesday, January 3

Spring Break Tuesday, April 10

Quarter and Semester Dates

End of 1st Quarter Friday, October 21 (42 days)

End of 1st Semester Thursday, January 12 (46 days)

End of 3rd Quarter Friday, March 16 (43 days)

End of 2nd Semester Tuesday, May 22 (43 days)

Early Dismissal Dates For Parent Conferences* &

Staff In-service

(Early Dismissal for Students Begins at 1:00 p.m.)

Wed Sept 14, Wed Oct 12, Thurs Oct 27, Wed

Nov 9, Wed Feb 8

**Make-up Days for Inclement Weather (in order of
use)**

Wednesday Dec 21

Thursday April 5

Monday January 16

Monday February 20

Monday March 19

Monday April 9

Wednesday May 23

Thursday May 24

BELL SCHEDULES

Regular Daily Schedule:

Blue/White Days

7:55	Warning Bell
8:00 – 9:28	Period 1/5
9:33 – 11:01	Period 2/6
11:06 – 11:36	Bearcat Time
11:41 – 12:01	“A” Lunch
12:06 – 1:34	“A” 3/7 Period
12:11 – 12:31	“B” Lunch
11:41 – 12:11 & 12:36 – 1:34	“B” 3/7 Period
1:39 – 3:07	Period 4/8

1:00PM Dismissal Schedule:

7:55	Warning Bell
8:00 – 9:00	Period 1/5
9:05 – 10:05	Period 2/6
10:10 – 10:30	Bearcat Time
10:35 – 10:55	“A” Lunch
11:00 – 12:00	“A” Period 3/7
10:35 – 11:35	“B” Period 3/7
11:40 – 12:00	“B” Lunch
12:05 – 1:05	Period 4/8

A.M. Assembly Schedule:

7:55	Warning Bell
8:00 – 9:05	Period 1/5
9:10 – 10:00	Assembly
10:05 – 11:10	Period 2/6
11:15 – 11:45	Bearcat Time
11:50 – 12:10	“A” Lunch
12:15 – 1:35	“A” Period 3/7
12:20 – 12:40	“B” Lunch
11:50 – 12:15/12:45-1:35	“B” Period 3/7
1:40 – 3:07	Period 4/8

P.M. Assembly Schedule:

7:55	Warning Bell
8:00 – 9:20	Period 1/5
9:25 – 10:45	Period 2/6
10:50 – 11:20	Bearcat Time
11:25 – 11:45	“A” Lunch
11:50 – 1:10	“A” Period 3/7
11:25 – 11:55/12:25-1:10	“B” Period 3/7
12:00 – 12:20	“B” Lunch
1:15 – 2:30	Period 4/8
2:35 – 3:07	Assembly

STUDENT ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for all classes in order to thoroughly benefit from the instructional program and to develop good habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are more attractive to prospective employers after graduation.

Paragraph 167.031 of Missouri School law sets forth legal standards and requirements relative to Compulsory School Attendance. In addition to satisfying the legal requirements, regular school attendance is considered essential for the student to receive optimum benefit from the school program. The following guidelines will be followed in administering school attendance in this school district.

The school day consists of four 90-minute periods. Student absence is not to exceed a total of eight (8) per semester in any or all of the eight classes. Students are allowed eight (8) total absences per semester/class. This total includes excused and unexcused absences. After the eighth (8) absence, notes from medical, dental, or legal offices will be necessary in order to be eligible for extensions. Absences for extenuating circumstances that are not medical, dental, or legal must have prior administrative approval for an extension to be granted. Any student who exceeds eight (8) absences for a semester and does not provide the attendance office with a written note from medical, dental, or legal offices may face forfeiture of class work (receive zeroes on daily class assignments) for the additional absences.

The following absences will not count against the allowed eight absences per semester if a note is presented from the medical/dental/legal office.

1. Absences excused through a doctor's office.
2. Absences excused through a dentist's office.
3. Absences excused through legal/court office
4. Absences missed due to a death in the student's immediate family.
5. Absences caused by acts of God or natural disasters.
6. Suspension from school for disciplinary reasons.

Students will receive warning letters when they miss six (6) days in a semester. After the eighth absence in a semester an attendance contract will be written between the student and principal and a conference with the student's parents will be requested. If absences persist the principal may report the situation to the Division of Family Services as well as assign zeroes (0) for any class work missed for the remainder of the semester. In the event that absences persist the principal may make a recommendation to withhold class credit. The student and the student's parents will be offered the opportunity to appeal the principal's decision to withhold credit for excessive absenteeism to the superintendent.

Examples of excused absences are as follows:

1. Illness
2. Illness in the family that makes it necessary for the student to remain at home. This does not include staying home on a regular basis to care for a sick sibling.
3. Obtaining needed professional services (medical, dental, legal) that are not obtainable after school hours. **STUDENTS MUST HAVE A SIGNED NOTE FROM THAT PROFESSIONAL SERVICE UPON THEIR RETURN TO SCHOOL in order for the absence not to count against the 8 per semester.**
4. Attendance at funerals that the student would be expected, by common custom, to attend.
5. Certain days for religious observances.
6. Approved college day visits.
7. One half (½) day for driving permit, and one half (½) for driver's license. **A NOTE FROM THE LICENSE BUREAU MUST ACCOMPANY THE STUDENT UPON HIS/HER RETURN TO SCHOOL.**
8. Family vacations that have been discussed with the attendance office prior to the trip. It is understood that the student will be in the company of his/her parents, guardians, or other family members. Arrangements for class work must be made with the student's teachers prior to the absences.
9. Unusual family hardship situations approved by the principal's office. Every effort should be made to make arrangements concerning the absence before hand with the attendance office.
10. **As an incentive for excellent attendance**, students can earn a personal day. Any student who has two (2) or fewer absences for a semester may choose to take a personal day the next semester. This incentive is applicable to H.H.S. students who have been enrolled for the full semester, have had no truancies, and were not assigned any in-school or out-of-school suspensions. This personal day must be taken by April 6. Personal days may not be scheduled during EOC testing. The student's parent/guardian must obtain permission from the office at least 24 hours in advance of a personal day.

Verification of Student Absences:

Any absence must be verified by a phone call from a parent/guardian or a note from parent/guardian. Students should present notes verifying absences to the Principal's Office before the first bell in the morning (7:55 am). Parents may contact the office at 486-5425 x1102 to report the absence. Voice mail is available 24 hours, 7 days a week. Absences not verified by 9:00 am will result in a phone call to the parent's home or work.

Makeup Work during Excused Absences:

Students will be given the opportunity to make up work missed during excused absences. The amount of time allowed for making up work will be the same as the amount of time missed. For example, if a student missed the first three days of the week and returned to school on Thursday, the make-up work would be due by the end of the following Monday. A student will be required to take tests scheduled and announced prior to a period of absence on the day he/she

returns to school. Tests scheduled and announced during a student's absence will be treated the same as other make-up work. If make-up assignments are not completed in the allotted time, a reduced grade or a zero (0) may be recorded. **When a student has been absent, it is the responsibility of that student to contact the teachers regarding make-up assignments.**

Makeup Work during Suspensions:

All students suspended out of school by a building principal will be allowed to make up all work missed during the suspension periods and will receive credit for a maximum of eighty percent (80%) of work turned in. All work must be turned in the first day back in class or a zero grade will be recorded. Any student suspended by the superintendent for more than ten days, or expelled by the board of education, will be allowed to make up work at the discretion of the superintendent or board of education. The suspended student will be responsible for making arrangements for picking up homework from the high school secretary. Suspension days will be school days.

Leaving School Early:

For a student to be allowed to leave school during the day a note must be sent or telephone call made by the parent or guardian explaining the need to leave school. This must be cleared through the office before they are to leave. Depending on the reason for the absence, it will be excused or unexcused. The student will sign out from the office and sign back in when returning. Under no circumstance should a student leave school before closing time without permission from the Principal or Superintendent. A student that leaves school without permission will be considered truant and subject to discipline consequences.

Leaving School Due to Illness: See 'Services provided by School Nurse' Section.

Leaving Class Early: Students will not be permitted to leave any class without the teacher's permission. Students will not be called from classes to answer the telephone; however, messages will be taken and delivered to the student. Consequences for leaving early: *First offense:* student/teacher/principal conference, referral, detention. *Second and subsequent offenses:* Discipline referral, Saturday School or ISS.

Unverified/Unexcused Absences from School

A student whose absence from school is not verified by a note or call from the parent/guardian will be considered in violation, and will be recorded as unexcused. Students will have 24 hours to have an absence from a class or classes verified.

Students with unverified absences will face the following consequences:

First unverified absence – Forfeiture of daily class credit, warning and parental notification.

Second unverified absence – Forfeiture of all class credit, Office Referral, Saturday School.

Third and subsequent unverified absences – Forfeiture of all class credit, Office Referral, and 1-5 days of ISS.

Students determined as chronic offenders by the administration concerning unverified/ unexcused absences from school will be subjected to OSS.

Some common examples of **unexcused absences** are as follows, but are not limited to:

- | | |
|---------------------------|---------------------------------|
| 1. Needed at Work/Home | 5. Picture Sessions |
| 2. Car Trouble/Missed Bus | 6. Shopping Trips |
| 3. Hunting/Fishing | 7. Unexplained Personal Reasons |
| 4. Hair Appointments | 8. Overslept |

A grade of zero (0) will be recorded for classroom assignments missed during the first unexcused absence. Tests and major projects will be made-up at a time and for credit according to the teacher's discretion. On the second or any subsequent unexcused absence from a class(es) teachers will not allow students the opportunity to make-up any major work such as projects, quizzes, or tests that were missed.

Truancy is another type of absence from school. Truancy is defined as an absence without the knowledge and consent of parents/guardians and/or the school administration. Guidelines concerning truancy can be found in the Section concerning 'General Student Conduct.'

Tardies:

Arriving Late to School: Students who are late arriving to school must stop at the office before reporting to class. They will be issued an excused or unexcused tardy to class based on their reason for being late. Students will be considered tardy or absent from their first class depending upon the time of their arrival. Students that arrive after the 8:00 start bell will be in violation and reported as late arriving to school. Students that report after 8:25 am will be reported as absent from their first class.

Those reporting late will face the following consequences when they are recorded as tardy to their first class over the course of a semester:

- First tardy – Warning
- Second tardy – Warning and Parental Notification
- Third tardy – Office Referral and detentions
- Fourth tardy – Office Referral and additional detentions
- Fifth tardy – Office Referral and Saturday School
- Subsequent tardies – 1-5 days of ISS

Those reporting late will face the following consequences when they are recorded as absent from their first class:

- First absence – Warning and Parental Notification
- Second absence – Office Referral and Saturday School
- Third and Subsequent absences – Office Referral and 1-5 days of ISS

Students determined as chronic offenders by the administration concerning reporting late to school will be subjected to OSS.

Arriving Late to Class:

Tardy #1 – Teacher warning.

Tardy #2 – Teacher assigned detention.

Failure to serve detention by deadline: Office referral.

Tardy #3 – Teacher assigned detention.

Failure to serve detention by deadline: Office referral.

Tardy #4 and any subsequent tardy – Office referral.

Tardies shall accumulate until the end of the semester.

Attendance and Participation in Extra-Curricular Activities:

Students are required to be in attendance at least one-half day to be eligible to participate in, or attend a school sponsored extracurricular activity occurring that day or evening. This applies to Saturday activities as well. Parents are required to contact the principal's office in advance of the event if the student must be absent. The principal reserves the right to declare the student eligible or ineligible to participate. Students that participate in athletics, music, and speech should be aware of additional information regarding attendance and MSHSAA guidelines, which can be found in the athletic student handbook. No student will be penalized for missing a class, or school activity, in order to participate in another class activity or extracurricular activity. Students are responsible for all make-up work in classes missed.

GRADING SYSTEM/SCALE

The grading system is an eleven-point system placed on a 4.0 weighted scale utilizing the following:

A 95.5 - 100	B+ 89.5 - 92.4	C+ 79.5 - 83.4	D+ 66.5 - 69.4
A- 92.5 - 95.4	B 86.5 - 89.4	C 73.5 - 79.4	D 62.5 - 66.4
	B- 83.5 - 86.4	C- 69.5 - 73.4	D- 59.5 - 62.4

HERMANN HIGH SCHOOL – RETENTION PROCEDURE

Students at Hermann High School are required to attain 28 credits for graduation. At HHS a student can earn up to (8) eight credits in a given school year.

- Freshman must earn 4 or more credits to be classified as a sophomore.
- Sophomores must have earned 12 or more credits to be classified a junior.
- Juniors must have earned 20 or more credits to be classified as a senior.

Students have opportunities for credit recovery through Summer School and Credit Recovery.

Bearcat Time

Bearcat Time is the high school Response to Intervention (RTI) time that is protected each day from 11:06 – 11:36. All students will be placed in a study hall at the beginning of the school year and remain in study hall for 1st quarter. Students in 10th/11th/12th grades will remain in study hall, be assigned to Tutoring, be assigned to an Academic, or choose to go to a Reward based on their Quarterly grades. Students report to study hall for attendance and then report to other areas. All 9th grade students will remain in study hall for the entire year. Students are expected to be engaged during the entire study hall time - work on assignments or read. In study hall teachers are available to provide assistance on assignments. In tutoring teachers monitor grades and work with other teachers to identify missing assignments. Students with 1 F are placed in Tutoring with a teacher specific to that subject. Academics is for students with 3 or more Fs. Focus is on intensive working time as well as help with organization and study skills. Academics teachers work with other teachers to identify missing assignments, etc. Rewards are for 10th/11th/12th grade students with A's and B's at the end of 1st quarter and each subsequent Quarterly marking period. Students will sign up for a reward area on a weekly basis. Reward areas are the Library, Commons or Gymnasium. Any discipline issues will result in loss of reward time.

GRADUATION REQUIREMENTS

The guidance counselor can answer any questions regarding the requirements for graduation. The total number of credits required is broken down as follows:

	<u>2010</u> and beyond
English	4
Math	3
Science	3
Social Studies	3 (Must have American History and American Gov't)
Fine Arts	1
Practical Arts	2 (Must have .5 credit in Personal Finance)
P.E.	1
Health	.5
Electives	<u>10.5</u>
Total Credits	28

Required Courses for 9th Grade Students include English 1/Honors English 1, Math, Physical Science, World Geography, American Government, Health and P.E.

Required Courses for 10th Grade Students include English 2/Honor English 2, Math, Biology and World History.

Required Courses for 11th Grade Students include English 3/Honors English 3, and American History, Math, and Science.

Required Course for 12th Grade Students includes an English Elective.

Participation in Graduation Ceremony: Students must be in good standing and have earned all required credits in order to take part in the Graduation Ceremony traditionally conducted in the month of May.

CLASS RANK

Class rank is calculated using the weighted grading scale. The weighted classes are College Composition; I and II, Honors English III, Advanced American History, German 3 and 4, Spanish 3 and 4, Algebra 2, Trig. & Math Analysis, College Algebra, Calculus, Human Anatomy & Physiology, Physics, Advanced Chemistry. The grade point average will be computed on a 4.0 scale plus bonus points. After the G.P.A. has been computed, students who have met the D- grade requirement for a weighted course will have 1/56th added to their G.P.A. for each semester of credit earned in each weighted course.

DUAL CREDIT COURSES

Dual Credit courses available at HHS may include College Prep I and II, Advanced American History, College Algebra, Human Anatomy & Physiology.

ARTICULATED CREDIT COURSES

Articulated Credit courses available at HHS are, Computer Ap. 1 and 2, Business Tech 1, Webpage Design, Nutrition & Wellness 1, and Ag Science 2.

HONOR ROLL

To be eligible for the semester honor rolls at H.H.S. students must earn a GPA of 3.25. Any grades of D or F will eliminate students from honor roll consideration.

ACADEMIC LETTER

To receive an academic letter, the student must maintain a yearly GPA of 3.5 or higher and display good citizenship. Freshmen and Sophomores must take classes in all 4 areas of the core curriculum each semester. Juniors and Seniors must take upper level classes in 3 of the 4 areas of the core curriculum each semester. A complete listing of these required core classes is available from the Guidance Office.

STUDENT CLUBS/ORGANIZATIONS/PROGRAMS

Participation in clubs and organizations is a privilege, which is open to all students of HHS. Along with that privilege comes the responsibility to fulfill the requirements and obligations of membership which may include dues, fees, service projects, fundraisers and collection and remittance of those funds.

DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA)

DECA is the professional organization for students in the high school marketing education program which is managed by students.

DRAMA CLUB

Drama club is designed for students with an interest in the theater. Members work on club activities which include a major fall production, Spring Play,

speech team competitions and other dramatic events throughout the year. There are no class requirements to join our troupe.

FAMILY CAREER & COMMUNITY LEADERS OF AMERICA

FCCLA promotes personal growth and leadership development through family and consumer sciences education. The organization gives members the opportunity to work on community service projects, where they can assume responsibility and learn leadership skills. Members may also set goals for self-improvement and enter STAR event competition.

FUTURE BUSINESS LEADERS OF AMERICA

This club brings business and education together in a positive working relationship. Organizational activities offer programs and services that create a forum in which students, educators, and business people learn about one another.

FUTURE FARMERS OF AMERICA

The purpose of the FFA is to develop competent agricultural leadership, cooperation, and citizenship among members based on recreational and educational activities.

FUTURE TEACHERS OF AMERICA

The purpose of FTA is to provide a means for secondary school students to participate in realistic education activities that are of assistance in making valid decisions about educational careers.

GERMAN CLUB

German Club offers students the opportunity to get to know the German people, learn about the German culture, participate in a wide range of school sponsored and community activities and most importantly, read, write and speak German.

INDUSTRIAL TECHNOLOGY CLUB

This club is designed to stimulate an ongoing interest in industrial technology. The goals of the organization are to give students leadership opportunities, provide chances for district and state competition, and to generate funds for field trips.

NATIONAL HONOR SOCIETY

The George F. Bayer Chapter of the National Honor Society was created to enthusiastically promote scholarship, stimulate service to the community, promote leadership, and develop character on the secondary level in grades 10-12.

To qualify for the Honor Society the following requirements must be met:

1. You must be a member of the Sophomore, Junior, or Senior Class.
2. You must have a grade point average that is a 3.25, or above.

3. You must excel in the following areas: Scholarship, Service, Leadership, and Character.
4. You shall have spent at least one semester in the Hermann High School.

SCHOLAR BOWL

Scholar Bowl is an opportunity to provide students with educational experiences outside the classroom. This activity is created to challenge and enhance student's knowledge of a variety of subjects. Academic competition is a MSHSAA event and students who participate are expected to volunteer occasional Saturdays to compete with other schools. Eligibility to represent H.H.S. in Scholar bowl is a privilege students may attain by meeting the essential requirements established by MSHSAA and the Gasconade Co. R-I School District. See page 14 under athletic eligibility.

SPANISH CLUB

The purpose of the Spanish Club is to learn more about the culture of Spanish speaking countries, as well as to practice Spanish skills and abilities in various activities.

SPEECH TEAM

Members of the speech team compete in up to 6 meets each year. These competitions are held within the Four Rivers Conference with a cumulative meet taking place at East Central College. There is also a district meet with winners advancing to state competition. Eligibility to represent H.H.S. in speech meets is a privilege students may attain by meeting the essential requirements established by MSHSAA and the Gasconade Co. R-I School District. See page 14 under athletic eligibility.

STUDENT COUNCIL

Your Student Council provides for the student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration. See your elected officers if you need assistance.

TREND

The purpose of TREND is to educate students about the dangers of substance abuse and to encourage healthy life choices through positive substance-free activities. Students and parents must attend Contract Night. Students will pledge to stay alcohol/drug free. Both students and parents will pledge not to drive under the influence or ride with someone who has been using alcohol or drugs. Issues are addressed at monthly meetings and through special evening/weekend activities.

VARSITY H CLUB

The H Club is made up of students who have earned a varsity athletic letter. The club contributes to the community in a number of ways by organizing benefits and performing service projects.

Field Trips

Clubs and organizations at Hermann High School offer educational opportunities to travel to different places during instructional time for field trips. These trips are planned to give students a valuable educational experience and are considered a privilege. Students with failing grades, poor attendance, or who have multiple discipline infractions will not be allowed to go on field trips.

H.H.S. ATHLETIC TEAMS

Hermann High School provides extensive opportunities for students to compete in athletics. H.H.S. is a member of the Missouri State High School Activities Association (MSHSAA). MSHSAA policies determine starting and ending dates of seasons, number of contests allowed, number of practices required to compete, etc. In addition, they sponsor and administrate the district and state playoffs for each sport. HHS athletes compete in the following:

FALL

Boys Cross Country

Girls Cross Country

Football

Softball

Volleyball

Blue Moves/Cheerleading

WINTER

Boys Basketball

Girls Basketball

Blue Moves

SPRING

Baseball

Golf

Boys Track

Girls Track

Eligibility to represent H.H.S. in interscholastic athletics is a privilege students may attain by meeting the essential requirements established by MSHSAA and the Gasconade Co. R-I School District. Our district requires that a student earn three and a half (3.5) units of credit the previous semester to be eligible to compete. This means that students must pass seven (7) classes each semester to maintain eligibility. Students who are promoted from the eighth to the ninth grade will be eligible the first semester.

Before any student can practice or try out for a team, they must have a MSHSAA participation certificate and completed physical examination form on file. All participants must have basic medical insurance coverage, and that information must be filled out completely and signed by parents on the participation certificate.

SPORTSMANSHIP AT ATHLETIC CONTESTS

Hermann has a reputation of displaying excellent sportsmanship at interscholastic contests. It is our goal to assure that this tradition continues. We urge everyone to attend school events and cheer our students on, however we will expect H.H.S. students to abide by the following rules of good sportsmanship:

1. All cheering should be FOR our team and not AGAINST the opponents.
2. Do not boo officials or members of the opposing team.

3. Vulgarity or suggestive gestures are prohibited.
4. Students are to keep quiet during events that require player concentration such as volleyball serving or basketball free-throw shooting.
5. Only authorized school personnel should be on the playing floor or field.

Violations of these rules of sportsmanship may lead to removal from the event and additional consequences.

RENAISSANCE PROGRAM

The Renaissance program helps high schools in America promote and achieve excellence. Students who achieve certain criteria during a semester will be issued prizes and rewards.

Blue Level:

All A's (GPA of 3.75 or above)
2 or fewer absences
No discipline referrals

White Level:

All A's and B's (GPA of 3.0 or above)
3 or fewer absences
No discipline referrals

Bearcat Level:

No F's and GPA of 2.25 or above
3 or fewer absences
No discipline referrals

CHARACTER EDUCATION PROGRAM

Students at Hermann High School will be participating in a district wide Character Education program. The program will emphasize the following character traits:

Respect	Responsibility	Positive Work Ethic
Honesty	Empathy	Citizenship
Confidence	Self-discipline	

SERVICES PROVIDED BY SCHOOL NURSE

A nurse is available to our students to provide assistance for any medical needs. If a student needs to take any medication while at school, the medication, whether over-the-counter or prescription must be turned in to the school nurse upon arrival at school. A physician authorization for all medications must be signed for the nurse to administer the medication to the student as needed. The Missouri State School Policy (JHCD) regarding student possession of drugs at school is that no student is allowed to carry any form of medication, over-the-counter or prescription (unless physician authorization is signed to self-administer medication). In the event a student becomes ill during the course of the school day, he/she must report to the school nurse and/or office. Students will not be permitted to leave school because of their illness until parent or emergency contact is notified by school personnel. Health screenings (height, weight, hearing and vision) will be conducted on all 9th grade students and new students to the district yearly.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Gasconade County R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Gasconade County R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Gasconade County R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Gasconade County R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Gasconade County R-1 School District, 164 Blue Pride Dr., Hermann, MO 65041, Mondays through Fridays during business hours.

This notice will be provided in native languages as appropriate.

A+ PROGRAM

Gasconade County R-1 School is seeking designation as an A+ School. While many Missourians see the A+ Program as a scholarship program, it was created by the Outstanding Schools Act of 1993 as an incentive for improving Missouri's high schools. The primary goal of the A+ Schools Program is to ensure that all students who graduate from Missouri high schools are well prepared to pursue advanced education, employment, or both.

Goals of the A+ Program

- All students graduate high school.
- All students complete high school studies that are challenging and that have identified learner expectations.
- All students proceed from high school to college, post-secondary vocational/technical school, or a high wage job.

Student Eligibility

- Enter into a written agreement with the high school prior to graduation.
- Attend an A+ designated high school for three consecutive years immediately prior to graduation.
- Graduate with an overall GPA of 2.5 or higher on a 4.0 scale.
- Have an overall attendance rate of 95% or higher for grades 9-12.
- Perform 50 hours of unpaid, district supervised tutoring or mentoring.
- Perform 20 hours of volunteer service.
- Maintain a record of good citizenship and avoid the unlawful use/possession of drugs and alcohol.
- Make a good faith effort to secure Federal Aid by completing the Free Application for Federal Student Aid (FAFSA).
- Register with the Selective Service if required to do so.

On-going Eligibility

- Attend a public community college or vocational/technical school on a full time basis.
- Maintain a cumulative GPA of 2.5 or higher.
- Make a good faith effort to secure Federal Aid by completing the FAFSA each year.

Students who meet all requirements qualify for two years of tuition reimbursement at a public community college or post-secondary vocational/technical school. The two years must be completed within four years of the student's graduation from high school. The A+ Schools Program is a State funded program and will be available as long as state funds are allocated for the program. The tuition reimbursement is not the responsibility of the Gasconade Co. R-1 School District.

GUIDANCE SERVICES

Guidance services include counselor assistance to every student, in educational planning, College admission, career exploration, group guidance, study assistance, and such personal concerns as the student may wish to discuss. A guidance resource library provides current reading and internet resources related to post-high school education, financial aid, vocational choices, and personal growth and development. Parents are especially invited to confer with the counselor at any time, not limiting visits to crisis or problem situations. Please call for an appointment (486-5425 ext. 1103) to assure the time needed to serve you.

Dropping/Rescheduling Classes: Students will have the first four days of the school year and/or semester to make schedule changes. Students are encouraged to pick up and make schedule changes the two weeks prior to school starting. The student will have the first seven days of the school year and or semester to drop a class from their schedule, after that time they will take a letter grade of “F” for the dropped class.

College Day Visits: The following guidelines will be in effect concerning college day visit opportunities:

1. Juniors are allowed one day for a college visit. The junior day cannot be carried over to the senior year. Junior college day visits should be completed by April 2nd. Juniors are not to arrange college visits during EOC testing.
2. Seniors are allowed two days for college visits. Senior college day visits should be completed by April 29th.
3. All arrangements must be made and/or cleared through the counselor.
4. Arrangements must be made at least one week in advance of scheduled visit.
5. **Students must have a signed note from the college/ school/university upon their return or the absence will be unexcused.**
6. Students are encouraged to have parents accompany them on visits, both of you will learn more from the experience.
7. Many schools offer overnight and or weekend programs for interested seniors. Contact the counselor or school for information.
8. Students are responsible for making arrangements for all assignments before the scheduled visit.
9. This is a school-sponsored activity and all school rules and policies apply.
10. Job shadow day: Students are allowed to use one job shadow day during either their Junior or Senior year. Job Shadow forms are available in the guidance office that outlines the procedures. Students are responsible to make their own arrangements for a job shadow experience, although the counselor will assist them in making the contacts if the student brings the request to the guidance office. The job shadow packet must be completed by the student and returned to the counselor before having the absence excused. Job shadow days should be completed by April 2nd

Report Cards: At the end of each semester report cards will be mailed home. Quarter Reports will be sent home with students. Students that owe fees, fines, or that have not returned books, equipment, or uniforms will have their report cards held in the office until the issue is resolved. The quarter grade is not a grade of record; rather it is a preliminary indication of progress being made. The semester grade, which becomes part of the official transcript, represents an evaluation of the total semester's work. It is possible for a failing quarter grade to be brought up to a passing semester grade. It is also possible that a passing term grade can fall to a failing semester grade.

Progress Reports: Mid-Quarter reports will be sent home to the parents of students who have failing or near failing grades prior to the end of a quarter/semester. In cases where it appears advisable, parents will be requested to come to school for a conference concerning the matter.

LLOYD STOCK AWARD PROGRAM

About the Award: The Lloyd Stock program was established in honor of the former high school principal to recognize students for being well-rounded individuals. HHS students may accumulate points for the following: academic achievement, citizenship, and participation in clubs, athletics, music, and co-curricular competitions. Points are awarded according to the student's level of involvement and achievement in each area.

The faculty, staff, and administration of Hermann High School are dedicated to the idea that co-curricular involvement is a great indicator of future success and can be a great benefit to students as they continue beyond high school. The Lloyd Stock award program is a way that we have to recognize students for, and encourage student involvement beyond the classroom walls.

This program will be further used to award a scholarship to the Lloyd Stock All-Around Student in each class. Point totals, categories of involvement, and character evaluation will be used to determine the scholarship winner each year. Sponsors/Coaches will have a book available that indicates the number of points earned for each activity. Students with questions concerning those point values should contact their sponsor/coach.

Claiming Points: Students will be responsible for claiming their points each year. The claim forms for each semester will be included in the student planner each year. Students will need to turn their claim forms in to the office by the specified dates.

This year, first semester points must be claimed January 9th thru 13th. Second semester points will be claimed as follows: Seniors – April 1st thru April 6th Freshmen, Sophomores, Juniors - April 16th thru April 20th. The limited period in which to claim points, as well as the final due date each year, will be published in the daily announcements.

Points will accumulate throughout the students' high school careers. Once students have earned 30 points, they will receive yearly certificates indicating

their point total and level of achievement (*bronze, silver, or gold*). In the senior year, the students will be awarded the medal of their highest level of achievement. Point totals, for all students who return claim forms, will be posted in September of each school year.

In order to retain points for involvement, students must participate in at least two of the following four areas: *Athletics, Music, Competitive & Non-Competitive Clubs and Activities*. Points for academic achievement and citizenship will carry over each year, regardless of other involvement. Point values and caps for the above categories are pre-determined by the Lloyd Stock Award Committee. Point caps for each category are listed on the claim forms.

1st SEMESTER
LLOYD STOCK AWARD - POINT COLLECTION FORM

Student Name		Grade	2011-12
	ACTIVITY	Pts Earned	Signature
Music	Auxiliary (Guard)		
	TOTAL - Music		<i>19 Pt Cap Per Activity 30 Pt Cap Total</i>
Athletics	Cross Country		
	Football		
	Softball		
	Volleyball		
	TOTAL - Athletics		<i>19 Pt Cap Per Sport 30 Pt Cap Total</i>
Acad./ Attend.	Renaissance		<i>Points Carry Over Each Year</i>
POINTS EARNED			1 st Semester

Students will be responsible for claiming their points each year. The claim forms for each semester will be included in the student planner. Students will need to turn their claim forms in to the office by the specified dates. For the 2011-12 school year, these dates are as follows:

FIRST SEMESTER:
January 9-13, 2012.

SECOND SEMESTER:
Seniors – April 1-April 6, 2012.
Freshmen, Sophomores, Juniors - April 16-20, 2012.

The limited period in which to claim points, as well as the final due date each year, will be published in the daily announcements.

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Claiming Points: Students will be responsible for claiming their points each year. The claim forms for each semester will be included in the student planner each year. Students will need to turn their claim forms in to the office by the specified dates.

This year, first semester points must be claimed January 9th thru 13th. Second semester points will be claimed as follows: Seniors – April 1st thru 6th, Freshmen, Sophomores, Juniors - April 16th thru 20th. The limited period in which to claim points, as well as the final due date each year, will be published in the daily announcements.

Points will accumulate throughout the students' high school careers. Once students have earned 30 points, they will receive yearly certificates indicating their point total and level of achievement (*bronze, silver, or gold*). In the senior year, the students will be awarded the medal of their highest level of achievement. Point totals, for all students who return claim forms, will be posted in September of each school year.

In order to retain points for involvement, students must participate in at least two of the following four areas: *Athletics, Music, Competitive & Non-Competitive Clubs and Activities*. Points for academic achievement and citizenship will carry over each year, regardless of other involvement. Point values and caps for the above categories are pre-determined by the Lloyd Stock Award Committee. Point caps for each category are listed on the claim forms.

**2ND SEMESTER LLOYD STOCK AWARD - POINT COLLECTION
FORM**

Student Name			Grade	2011-12
	ACTIVITY	Pts Earned	Signature	Date
Music	Auxiliary (Guard)			
	Band			
	Choir			
	TOTAL - Music		19 Pt Cap Per Activity 30 Pt Cap Total	
Athletics	Baseball			
	Basketball			
	Dance			
	Golf			
	Track			
	TOTAL - Athletics		19 Pt Cap Per Sport 30 Pt Cap Total	
Competitive Clubs	Art			
	DECA			
	FBLA			
	FCCLA			
	FFA			
	Scholar Bowl			
	Speech			
	TOTAL - Comp Club		30 Pt Cap for Combined Competitive Clubs	
Non-Competitive Clubs	Class Officer			
	Chess			
	Drama			
	FCA			
	FTA			
	International Club			
	NHS			
	Student Council			
	Technology			
	Trend			
	Varsity H			
	TOTAL - Non-Comp		No Cap on Non-Competitive	
Acad/ Attend.	Renaissance		Points Carry Over Each Year	
POINTS EARNED	2 nd Semester	1 st Semester	Previous Year Points	TOTAL FOR YEAR
AWARD EARNED:	Bronze 60+ 120+	Silver 90+	Gold	Points to Carry Over to 2012-13

GENERAL STUDENT INFORMATION

Morning Policy: Once students arrive at school, they must enter the school building immediately. No loitering will be allowed on the parking lot. Upon entering, students are to remain in the commons until 7:50 am. After 7:50 am students are allowed to go to the halls of your lockers, cafeteria, or their first hour class. Students are not to return to the parking lot or leave the building once they have entered without permission.

Loitering: Loitering in areas of heavy student traffic or in restrooms will not be permitted.

Hall Passes: Students must request permission from their classroom teacher to leave the room for any reason. Permission will be granted at the teacher's discretion. Students must present teachers their planner so that the purpose of the request and the time can be recorded. The student planner will serve as the hall pass, therefore students must carry their book in the hall.

Visitors: All visitors are to come to the Principal's Office upon entering the building. To avoid distraction, visitors will not be allowed to visit other students in classrooms or in the commons while school is in session. We request that students do not bring visitors to school for campus security reasons.

Emergency School Closing: Information announcing the closing of school because of bad weather or other emergencies will be broadcast over radio stations KLPW-Union-101.7 FM; KWRE-Warrenton-99.7 FM; KMCR-MontgomeryCity-103.9FM; KWWR-Mexico-95.7 FM; KSLQ-Washington-104.5 FM. It will also be broadcast on St. Louis, Columbia and Jefferson City TV stations.

Use of Office Telephone: The office telephones are for school business and emergency use only. Calls from the office should be made before school, after school or with permission from the office secretary/teacher if during class time.

Use of Cell Phone: Cell phones must be turned off and not visible upon entry into the building. They are to remain turned off and out of sight until exiting the building at the end of the school day. No cell phone functions including text messaging, audio/video recording, e-mailing, camera, internet, calculator, etc. are permissible. *First offense* will result in student/teacher/principal conference, confiscation, and parents will be contacted to pick the item up after school. *Second and subsequent offenses* will result in confiscation, discipline referral, ISS 1-5 days, and parents will be contacted to pick the item up after school.

Use of Technology: Technology used for non-instructional purposes such as downloading games, streaming video, music video, accessing social networks such as MySpace, FaceBook, etc. is prohibited. Students that violate this request will face the following consequences. *First offense* will result in student/teacher/principal conference, discipline referral, and loss of internet

privileges. *Second and subsequent offenses* will result in discipline referral, loss of internet privileges and ISS 1-5 days.

Bypassing the district's filtering devices to gain access to restricted sites is also prohibited. Students that violate this request will face the following consequences. *First offense* will result in student/teacher/principal conference, discipline referral, loss of internet privileges and ISS 1-2 days. *Second and subsequent offenses* will result in discipline referral, loss of internet privileges and ISS 3-5 days.

Inappropriate use of the district's network to copy the work of other students is also prohibited. Those found to be in violation, will face consequences which are outlined in the section related to cheating/plagiarism.

Personal Appearance: Students will be expected to keep themselves well groomed and neatly dressed at all times. All clothing is to be clean and in good repair. The climate in Hermann High School will be controlled (air-conditioned), therefore please remember this when purchasing clothing for school. Any form of dress which is considered by the school staff to be contrary to good hygiene or distractive/disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Examples of unacceptable clothing include the following:

- * Shirts, tops, or dresses which are halter in style, have straps that are thinner than 1" in width, allow bra straps to show, expose the mid-section (stomach area) or back, show cleavage, or are "muscle-cut" (as in men's undershirts) are not allowed. Sleeveless tops must be such that the opening is no larger than a normal sleeve. Shirts with sleeves ripped or torn out will not be allowed.
- * Clothing and accessories that display offensive statements or thoughts through symbols, words, or pictures with alcohol, tobacco, other drugs, sexual innuendo, weapons or violent themes, inappropriate language or slogans, or references to gang affiliations will not be permitted.
- * Sleepwear is not appropriate for school and will not be allowed. Undergarments should be just that –UNDER the clothes. Underwear should not be showing. This includes straps, waistbands, etc. Proper undergarments should be worn.
- * Clothing that has inappropriate holes should not be worn. Any clothing that has been torn, ripped, or has holes that expose areas of the body or have holes above the knee that can be considered offensive will not be allowed.
- * Shorts must have a minimum inseam of 3" and must be square cut. No cut off shorts will be allowed. Skirts and dresses must be long enough for the student to touch the hem with the fingertips hanging straight to the side when standing.
- * No skin-tight bicycle shorts, other lycra clothing, or "see-through" clothing will be allowed.
- * Shoes, boots, sandals or appropriate footwear are to be worn at all times. Soles should be non-marring.

- * Certain classes may require special clothing to be worn or may have students abide by more restrictive guidelines for dress (ex. Safety issues in shop classes). The instructors will designate what clothing will be required in those areas.
- * Clothing must be worn as the manufacturer intended (ex. “Sagging” pants or wearing overalls with shoulder straps unbuttoned is not allowed)
- * No spiked collars, weapon-like jewelry, bracelets or jewelry that depicts subjects inappropriate to the school setting will be allowed.
- * Headwear of any kind should not be worn in the building. This includes hats, caps, bandanas, stocking caps, hoods, etc. No sunglasses are to be worn without prior administrator approval.

This list is not all inclusive. As new fashion trends arrive, they will be evaluated by building administrators and announcements will be made to the student body regarding their appropriateness for school.

Consequences for Dress Code Violation –

Violations of the high school dress code will result in the following:

First Offense: Principal/Student/Parent conference, student will be required to change to appropriate clothing and documentation in office.

Subsequent Offense: Discipline referral and detention, Saturday School, or In-School Suspension.

Transportation to Extracurricular Activities: On all school sponsored trips students will be expected to follow all school rules and the directions of the chaperones. Student participants are not permitted to drive to those functions that are away from school. Students will be allowed to ride home with their parents if one of the parents requests permission from the chaperone at the event.

Organization/Club Meetings: As scheduled.

Assemblies: Students are to remain in their classes until they are called to the gym or auditorium. Students are to sit in their respective sections according to class. The following standards of conduct must be observed during assemblies:

1. Student conduct will be considerate, respectful, and responsible.
2. Objects are not to be thrown in any manner during an assembly.
3. Students are to remain seated until they are dismissed.
4. Misbehavior during an assembly may result in removal, and further disciplinary action.

School Dances: Dances occur at various times throughout the school year for the benefit of high school age students. No student below the 9th grade will be allowed into any high school dances. The office must approve all outside dates before they will be allowed to attend. Date request paperwork/forms must be completed and turned into the office prior to announced deadlines before dates from outside H.H.S. will be considered. Dress must be suitable and compatible with school dress code. Students that choose to attend school dances will be subjected to a breath test utilizing the district’s passive alcohol sensor.

Prom: Students must be in good standing to be eligible to attend this school function. Prom is a formal school event, and as such, students are to invite their escort only. Students that choose to attend prom will be subjected to a breath test utilizing the district's passive alcohol sensor.

Food & Beverages: Vending machines that serve snacks and beverages will be available to students before school, after school, and during lunch. Breakfast items, snacks and beverages are to be consumed in the commons area only or in classrooms with teacher permission. Students will not be allowed to bring cans or open beverage containers into the building. Machines will be turned off in the event that wrappers and containers are not disposed of properly. Beverage coolers should not be brought onto school premises. Coolers in cars or trucks, which are parked on school grounds, will be subject to search by school staff.

Commons/Food Service: All lunches served throughout the school district are in accordance with all state and federal regulations. H.H.S. serves well-balanced and nutritious meals.

Lunch prices are \$____ for students and for qualifying students the reduced rate is \$.40. The weekly rate of one school lunch per day will be \$____. Students may purchase an additional meal with the price being \$____. Extra entrees and ala carte items are available at an extra charge. For students that qualify for free or reduced lunches will be responsible to pay for all extra entrees and ala carte items. (Prices listed are subject to change.)

Meal money may be deposited into a student account each morning in the cafeteria between 7:30 and 8:15 a.m. Students will be issued a pin # that will be used for them to purchase lunch. Students are asked to keep a positive balance in their accounts. In the event that their account is negative, **No student** will be allowed to charge an additional lunch or ala carte to their account. A Student will not be served a meal until their account is in good standing. **Students who do not remember lunch PIN # (for any reason) must wait until the end of the serving line to check out.** All students are required to go to the Commons during their lunch period, regardless of whether they do or do not eat lunch and they will remain in the Commons until the entire group is dismissed.

Cheating/Plagiarism: Any student who uses the work of another student or an unauthorized aide to earn points/credit in any class will be subjected to discipline as assigned by the teacher upon the first occurrence. A student who allows another student to use or copy his/her work will be equally at fault and subjected to the same discipline. Also, students who plagiarize or take the ideas or writings from someone else and present them as one's own work (Webster's New World 1996) will be in violation. Consequences for such actions may result in a significant reduction or total loss of points on the assignment in question. A second incident of cheating or plagiarism in any class will result in loss of credit, an office referral, and consequences assigned by the administration.

Participation in HHS Shop-Related Classes: All students participating in shop-related classes (Ag Industrial, Industrial Tech) must have basic medical insurance coverage, and that information must be filled out completely and signed by parents on the participation certificate.

Art Class Supply Fees: All art classes, with the exception of Art I, have a supply fee of \$10.00, which will be collected by the teacher.

Industrial Technology Deposits: All students enrolled in Industrial Tech classes will be required to pay a \$5.00 deposit for equipment. The teacher will collect this deposit before the equipment is issued, and all of it will be refunded if all of the equipment is returned in a satisfactory condition. Students will be required to pay for the equipment that is lost or damaged.

PE Lockers/Uniform Purchase: All students enrolled in P.E./Weight Training will be issued a padlock to be used in the locker rooms. Students who participate in PE/Weight Training courses will be required to purchase uniforms. The uniform is a T-shirt and shorts. The cost of shorts = \$10.00, Shirts = \$9.00. An additional charge of \$1.00 for XXL, and \$2.00 for XXXL will apply for short or shirt sizes. PE/Weightlifting students will be required to dress out and participate on a daily basis to earn credit. Consequences for dress cuts include: *First and Second dress cut* – warning, parental notification; *Third and Fourth dress cut* – parental notification, detention; *Fifth and subsequent dress cuts* – discipline referral.

Band Uniforms: Band Uniforms will be issued to students at no cost, unless the uniform is returned with damage. If damaged, a fine will be assessed, based on the repairs needed. Dress code will vary per concert.

Book, Lock, Uniform Fees: There are no book, lock or uniform fees, although items not returned, or returned in a damaged condition, will result in a fine/fee being assessed.

Lockers: Students attending H.H.S. will be provided a locker. These lockers will be kept neat and are provided for the sole purpose of storing school related materials. Do not use contact paper, bumper stickers, or any permanent adhesive in your locker. Magnets may be used to hang notes and enrollment schedules in place. Any mistreatment or damage to a school locker may result in loss of the privilege to use the locker as well as a fine being assessed. **Do not keep money or valuables in your locker.**

School Buses: All students who ride the bus will be assigned to a specific bus route. Changing of buses will not be permitted without prior approval from either the Principal or the Superintendent. Students who wish to ride a bus other than the assigned bus (to go visit another student, etc.) must bring a written request from their parents and present it at the Principal's Office to get approval to do so. No downtown stops will be made by out of town buses. Conduct on buses must be such that it will not disturb the driver and take his/her attention from his/her job of driving.

Student Vehicles/Parking: During the 2002-03 school year the Board of Education established a parking fee for students who drive and park vehicles at school. The fee for the 2011-12 school year is \$10.00. Tags needed after March 15 will be sold at a reduced cost. Students must park vehicles in designated areas and enter the building immediately. Students are not to return to their vehicles without permission until school is dismissed. Use safe driving practices and limit speed to 15 miles per hour on the school campus. Violation of parking or vehicle operating regulations may result in discipline steps and/or loss of driving/parking privileges. At the end of each day you will be dismissed from the parking lot by a school official.

Consequences for Parking/Driving Violations –

Violations concerning parking, unsafe driving practices, and exceeding the campus speed limit (15 mph) will result in consequences described in the 'General Student Conduct' section.

GENERAL STUDENT CONDUCT

Every effort will be made to allow you as much freedom and as many privileges as are considered reasonable within a public school environment. It is however, necessary to follow certain rules so that teachers can teach, students can learn and people and property are protected. For almost all of you these rules are common sense and a part of your normal behavior and you will never be faced with disciplinary action. Students should consult the district's student discipline policy booklet for additional, specific disciplinary details. Changes or additions to discipline policies can occur through the course of the school year based upon decisions made and approved by the district's Board of Education. In the event that changes are made, the administration will communicate them to the student body.

The Board of Education has designated infractions in specific areas present a greater threat to the safety and welfare of our students. These areas are identified with a double asterisk (**). Consequently, violations that occur over a period of two years in these areas will result in the subsequent punishment options being utilized. For those areas that do not have an asterisk, multiple violations must occur within the same school year in order for subsequent discipline options to be imposed.

- 1. Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized

collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

2. **Arson**** – Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 11-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 day out-of-school suspension or expulsion. Restitution if appropriate.

3. **Assault**** –

- a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student/Parent conference, Detention, Saturday school, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First offense: Expulsion.

4. **Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Principal/Student/Parent conference suspension or revocation of parking and driving privileges, detention, in-school suspension.

Subsequent Offense: Revocation of parking and driving privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

5. **Bullying and Cyber Bullying (see Board policy JFCF)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Principal/Student/Parent conference, detention, Saturday School, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

6. **Bus or Transportation Misconduct (see Board Policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense: Warning

Second Offense: 1-3 day bus suspension

Third Offense: 1-5 day bus suspension

Fourth Offense: 1-10 day bus suspension

Fifth Offense: Bus Suspension for the remainder of the school year.

7. **Buying or Selling, Unauthorized** – The exchange or sale of any items not approved by the administration on school property is prohibited.

First Offense: Principal/Student/Parent Conference, Saturday School, In-School Suspension, 1-180 days out -of- school suspension.

Subsequent Offense: Detention, Saturday School, in-school suspension, or 1-180 days out –of-school suspension.

8. **Disciplinary Referrals, Excessive** – Upon receiving the sixth referral in a semester, a student will receive the following consequences.

First Offense: 1-10 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension.

The administration may exercise discretion when assigning suspension for excessive referrals related to attendance/tardiness.

9. **Dishonesty - Any act of lying, whether verbal or written, including forgery.**

First Offense: Nullification of forged document. Principal/Student/Parent conference, detention, Saturday School, in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, Saturday School, in-school suspension, 1-180 days out-of-school suspension.

10. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student/Parent conference, detention, Saturday school, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, Saturday School, in-school suspension or 1-180 days out-of-school suspension, or expulsion.

11. **Drugs/Alcohol* (see Board policies JFCH and JHCD) –**

- a. Sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: Principal/Student/Parent conference, detention, Saturday School, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

- b. Possession of or attendance under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days in or out-of-school suspension and referral for clinical dependency counseling.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, referral for clinical dependency counseling.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

12. **Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student/Parent conference, detention, Saturday school, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. **Failure to Meet Conditions of Suspension , Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension Expulsions and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the

educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

14. **False Alarms (see also "Threats or Verbal Assault")*** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student/Parent conference, detention, Saturday school, in-school suspension, 1-180 days out of-school suspension, or expulsion.

Subsequent Offense: Restitution. Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

15. **Fighting (see also, "Assault") ***– Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. (Law enforcement agency may be called to remove the combatants from the building.)

First Offense: Principal/Student/Parent conference, detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

16. **Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student/Parent conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student/Parent conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

17. **Harassment, including Sexual Harassment (see Board policy AC)**

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, or intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/Student/Parent conference, detention, Saturday School, in-school suspension or 1-180 days out of school suspension, or expulsion.

Subsequent Offense: Saturday School, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; exposing or attempting to expose genital areas or breasts of another individual, or pushing or fighting based on protected characteristics.

First Offense: Detention, Saturday School, in-school suspension or 1-180 days out of school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- 18. Hazing (see Board policy JFCF)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: Principal/Student/Parent conference, detention, Saturday School, in-school suspension or 1-180 days out of school suspension.

Subsequent Offense: Saturday School, in-school suspension, 1-180 days out-of-school suspension or expulsion.

- 19. Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks, including stinkbombs.

First Offense: Confiscation. Warning, principal/student/parent conference, detention, or In-school suspension.

Subsequent Offense: Confiscation. Principal/Student/Parent conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

- 20. Nuisance Items** – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student/parent conference, detention, or In-school suspension.

Subsequent Offense: Confiscation. Principal/Student/Parent conference, detention, in-school suspension, or 1-10 days out-of-school suspension

- 21. Public Display of Affection** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense: Principal/Student/Parent conference, detention, Saturday school, or in-school suspension.

Subsequent Offense: Detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.

- 22. Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Warning, principal/student/parent conference, detention, or In-school suspension.

Subsequent Offense: Confiscation. Principal/Student/Parent conference, detention, in-school suspension, or 1-10 days out-of-school suspension, or expulsion.

- 23. Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student/Parent Conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- 24. Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP) –**

- a. Attempting, regardless of success: to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer ‘viruses,’ ‘hacking’ tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student/Parent conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

- b. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the

regular school day in a manner inconsistent with instructional purposes or the direction of the teacher, including class time, class change time, breakfast or lunch. The administration may, if they believe it advisable, search the students' electronic communication devices in accordance with policy JFG.

First Offense: Confiscation, principal/student/parent conference, detention, Saturday school or in-school suspension.

Subsequent offense: Confiscation, principal/student/parent conference, detention, Saturday school or in-school suspension, 1-180 days out-of-school suspension or expulsion.

Violation other than those listed in (1), or (2) above.

First Offense: Restitution. Principal/Student/Parent conference, loss of user privileges, detention, Saturday School, or in-school suspension

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Use of audio or visual recording equipment in violation of Board Policy KKB.

First Offense: Confiscation. Principal/Student/Parent conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student/Parent conference, detention, or in-school suspension, or 1-180 days out-of-school suspension.

25. **Theft*** – Theft, attempted theft or knowing possession of stolen property.
First Offense: Return of or restitution for property. Principal/Student/Parent conference, detention, Saturday school, in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense: Return of or restitution for property. In-school suspension, 11–180 days out-of-school suspension or expulsion.
26. **Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
First Offense: Principal/Student/Parent conference, detention, Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense: Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
27. **Tobacco (see Board policy JFCG)** –
a. Possession of any tobacco products district property, district transportation or at any district activity.
First Offense: Confiscation of tobacco product. Principal/Student/Parent conference, detention, Saturday School, or in-school suspension.
Subsequent Offense: Confiscation of tobacco product. Detention, Saturday school, in-school suspension or 1-180 days out-of-school suspension.

- b. Use of any tobacco products on district property, district transportation or at any district activity.
First Offense: Confiscation of tobacco product. Principal/Student/Parent conference, detention, Saturday school, in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense: Confiscation of tobacco product. Saturday School, in-school suspension or 1-180 days out-of-school suspension.

- 28. **Truancy or Tardiness(see Board policy JED)** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive unjustifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district
First Offense: Principal/Student/Parent conference, detention, in-school suspension, possible notification to Children’s Division (CD) of the Department of Social Services for educational neglect. Failure to earn credit on missed assignments. Notification of juvenile authorities.
Subsequent Offense: In-school suspension, removal from extracurricular activities, and notification to CD for educational neglect. Notification of juvenile authorities.

- 29. **Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
First Offense: Principal/Student/Parent conference, detention, Saturday school, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense: Saturday school, in-school suspension, or 1-180 days out-of-school suspension or expulsion.

- 30. **Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.
First Offense: Restitution. Principal/Student/Parent conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense: Restitution. In-school suspension, 11-180 days out-of-school suspension or expulsion.

- 31. **Weapons * (see Board policy JFCJ)** –
 - a. Possession or use of any weapon as defined in Board Policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, *First Offense:* Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense: 1-180 day’s out-of-school suspension or expulsion.

 - b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

c. Possession of use of ammunition or a component of a weapon.

First Offense: In-School Suspension, 1-180 days-out-of school suspension, or expulsion.

Subsequent Offense: 1-180 out-of-school suspension or expulsion.

Detention/Saturday School: In the event that detention or Saturday school is assigned for the violation of school rules the following schedule will exist:

Before School Detention 7:30-8:00 a.m.

Lunch Detention 1st shift/2nd shift

Saturday School 8:00-11:00 a.m. on the 1st and 3rd Saturday Monthly

Students assigned to detention or Saturday school must have study or reading materials when they report. Students must report on time and spend the assigned time studying. Students who violate the rules of detention or Saturday school, which are determined by the supervisor, may be subject to additional consequences. Failure to complete assigned detentions or Saturday School will face additional disciplinary consequences which may include I.S.S. or O.S.S. Students assigned to lunch detention will receive a sack lunch or must bring their own lunch.

Failure to Serve Detention/Saturday School: Students that are assigned detention or Saturday School for disciplinary reasons will be subjected to serious consequences if their assignments are not completed by the deadline. Students failing to complete detention will face the following consequences:

First Offense: Office Referral and Double Detentions or Saturday School.

Second and Subsequent Offenses: Office Referral and 1-5 days of ISS.

Students failing to complete Saturday School will face the following consequences:

First Offense: Office Referral and 2 days of ISS.

Second and Subsequent Offenses: Office Referral and 3-5 days of ISS.

Changes or additions to discipline policies can occur through the course of the school year based upon decisions made and approved by the district's Board of Education. In the event that changes are made, the administration will communicate them to the student body.

WRITER'S GUIDE

MLA Style/ Manual:

The Modern Language Association (MLA) is a style that is often used in the English or Language Arts departments and is an acceptable method of documenting research.

Page Setup

All pages have margins set at the right, left and bottom 1" and the top set at 2". MLA does not suggest a cover page but instead uses a left aligned heading on the first page with one per line: Name, Instructor, Course, and Date. Follow your instructor's direction as they may vary from this. The title is centered in the next line.

All pages of the report include the last name and page number in a right aligned header.

Jan Doe	Doe 1
Professor Michaels	
English Composition	
55 January 2099	
Creation of Life	

How to Cite Sources

When completing research and wanting to use other people's words or findings, you need to cite your sources and give credit to the original author or researcher. If you are not citing correctly or at all, you are in danger of committing a serious offense called plagiarism.

Citations in Text

You must give the name of the author and page number where you found the material quoted in the text. Examples:

Michaels stated that lack of sleep is a major hindrance for teenagers' ability to learn (10). Lack of sleep is a major hindrance for teenagers' ability to learn (Michaels 10).
--

The last name of the author should reference the first part of the entry in the Work Cited page. When a document has no stated author (often the case with internet documents), a title is used in the place of a last name in the parenthetical reference. When an author is not found use as much of the title as

needed in order to identify the specific sources. The following is an example of

Kryptonite should be considered a controlled substance and illegal in the state of Missouri ("Superman's Weakness").

using the document title in the citation when the author is not shown.

Block Quotes

Quotations of more than four typed lines are indented one inch or ten spaces from the left margin. They are double-spaced like the regular text.

Work Cited Page

Continue with the same margins: 1" for left, right, and bottom, 2" for top. This document is a separate page and should have a title: Work Cited, typed in the top center of the page. The sources should be in alphabetical order by the first letter of each entry (last name or title). In some cases the entry will take more than one line. Make sure to indent the additional lines for that entry with 5 spaces. Double Space the entire document and look at the following example:

Book:

Angels, Michael. American Heroes. New York: McGuire, 2001.

Periodical:

Branson, Kevin. "The Daily Planet Survives." Time Magazine. 12 Dec. 2000: 20-21.

Scholarly Journal:

Donaldson, Leslie. "The Super Power of the World." American Law. (1998); 30-45.

Internet/Web Sources:

Lane, Lois. "Superman Records". 20 Jan 2000. Library of Congress. 5 Oct 2008. <<http://www.loc.supermanrecords.htm>>.

Further Reference

For further reference, use the following website: www.mla.org.

Work Cited

Doe 4

Angels, Michael. American Heroes. New York: McGuire, 2001.

Branson, Kevin. "The Daily Planet Survives." Time Magazine. 12 Dec. 2000: 20-21.

"The Super Power of the World." American Law. (1998); 30-45.

Lane, Lois. "Superman Records." 20 Jan 2000. Library of Congress. 5 Oct 2008.

<<http://www.loc.supermanrecords.htm>>.

APA STYLE MANUAL:

The American Psychological Association recommends this format which is used in the fields of psychology, sociology, business, economics, nursing, social work, criminology and history.

Page Set Up

All pages have one-inch margins on all sides with a right-aligned header containing an abbreviated topic and page number. APA style includes a title page; the title page contains the title, the writer's name, and school double-spaced and centered on the page. Many instructors may require additional items; follow the instructor's specific directions.

How to Cite Sources

You must credit the work of others when used in your papers. This is true whether you are quoting, using an idea, or using factual information. In APA style, you give a brief credit in the text then describe the text more fully in your References page.

Citations in Text

Give the author's name, date of publication, and page number in parentheses at the end of the material used. The period to conclude the sentence goes outside and after the closing parenthesis. If the author's name and or date of publication have been mentioned in your sentence, only the page number need be given in the parenthetical citation.

Pluto is no longer considered a planet (Superman, 2007, p.3).

Reference Page

The reference page begins on a separate page and is double spaced. Type the title: References in the top center of the page. Arrange all entries in alphabetical order by the author's last name; for several works by one author, arrange by year of publication with the earliest one first. For authors' names, give all surnames first and then the initials. If the entry takes up more than one line, indent subsequent lines 5 spaces.

Book:

Lane, Lois. (1979). *The Superman Who Got Away*. New York: McGraw.

Periodical:

Luther, Lex. (2005, May 5). If the Cape Fits. *Nation*, 276, 11-15.

Scholarly Journal:

Clinton, Hillary and Gulliani, Rudy. (2007). Superman wears both red and blue. *Journal of American Politics*, 53(2), 49-67.

Internet/Web Source:

Lane, Lois. 2007. Superman Records. Library of Congress.
<www.loc.gov>.

Superman 6

References

- Clinton, Hillary and Gulliani, Rudy. (2007). Superman wears both red and blue.
Journal of American Politics, 53(2), 49-67.
- Lane, Lois. (2007). Superman Records. Library of Congress. <www.loc.gov>.
- Lane, Lois. (1979). *The Superman Who Got Away*. New York: McGraw.
- Luther, Lex. (2005, May 5). If the Cape Fits. *Nation*, 276, 11-15.

Further Reference

For further reference, use the following website: www.apastyle.org.

BUSINESS LETTER STYLE MANUAL

The following is an example of a personal-business letter:

**2" top
margin**

196 Oak St.
Sunnydale, NY 15553-8854
April 17, 2008

QS

Mrs. Jane Mitchell
1245 Beekman St.
Carbonville, NY 15554-9567

Dear Jane

It seems like years since we were in Ms. Gerhig's keyboarding class. Now I wish I would have paid more attention. As I indicated on the phone, I am applying for a position as box office coordinator for one of the theaters on Broadway. Of course, I know the importance of having my letter of application and resume formatted correctly, but I'm not sure that I remember how to do it.

DS

Since you just completed your business education degree, I knew where to go to get the help I needed. Thanks for agreeing to look over my application documents; they are enclosed. Also, if you have any suggestions for changes to the content, please share those with me too. This job is so important to me; it's the one I really want.

DS

Thanks again for agreeing to help. If I get the job, I'll take you out to one of New York's finest restaurants.

DS

Sincerely

QS

Mary Smith

DS

Enclosures

**Shown in 12-point Times New Roman, with 2" top margin
and 1" side margins.**

This is an example of a business letter:

2" top margin

↓

April 17, 2008

QS

Ms. Betty Niermann
Training and Development Department
Science Technologies
2567 Cayman Rd.
Miami, FL 33349-4499

1"

DS
Dear Ms. Niermann
DS
RENOVATIONS
DS
I've met several times with the biochemistry laboratory technicians and research biochemists who work in the four Madison laboratories. We've identified the renovations needed to meet proposed safety and access regulations and the equipment that should be purchased for Highmark to maintain "world-class" facilities.
DS
I'll have your architect prepare preliminary drawings to show proposed changes to the facilities. Also, I'll meet with a biochemistry salesperson from Hunter Science Equipment to prepare an equipment cost estimate.
DS
When the drawings and estimate are available, I'll schedule an appointment with you.
DS
Sincerely

1"

QS

Martha Mudd, Consultant

DS

bw

DS

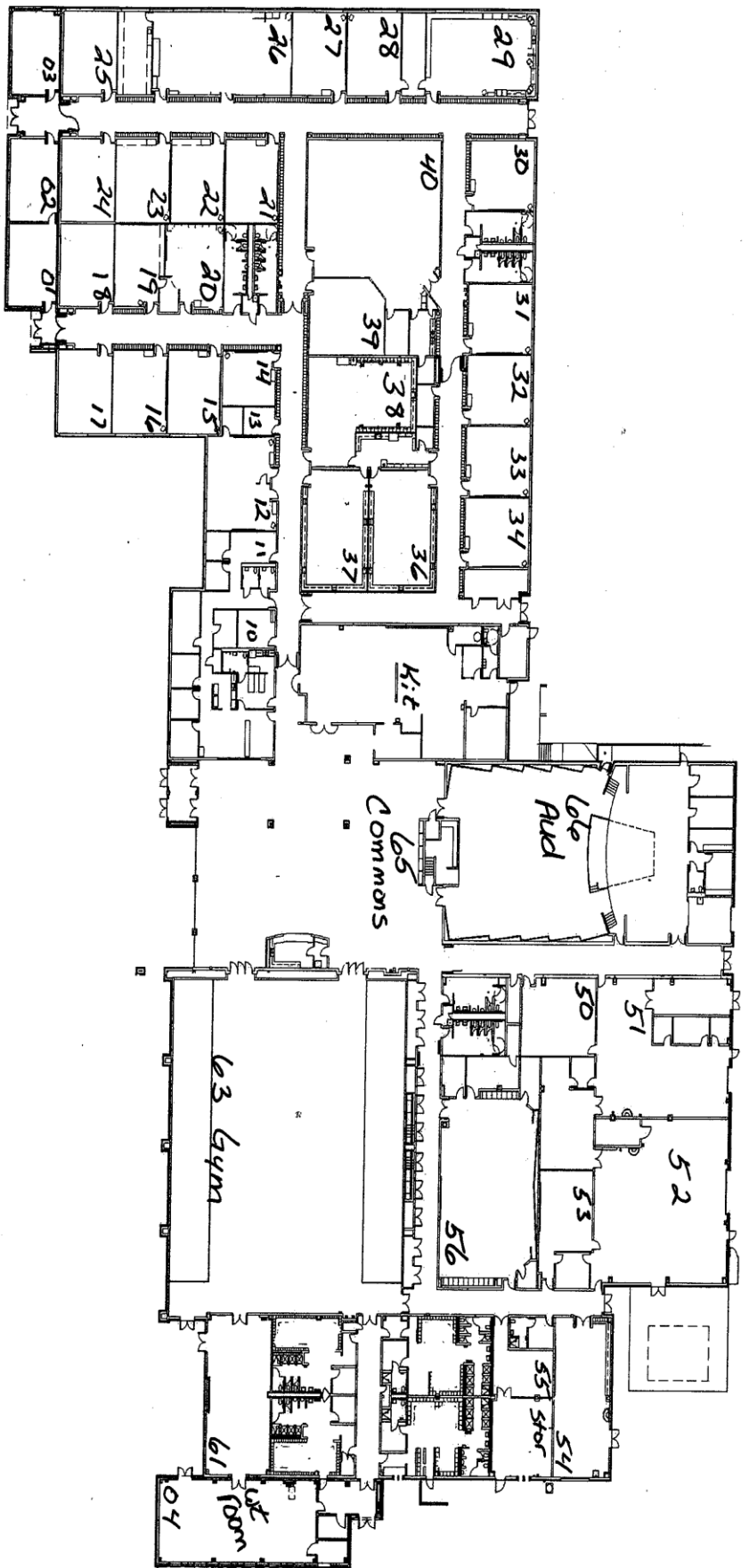
Enclosure

DS

c Kimberly Rodriquez

Teacher Room Key

<u>Room Number</u>	<u>Teacher's Name</u>
01	Mrs. Rogers
02	Mrs. Elsenraat
03	
11	
12	Mrs. Koenigsfeld
14	
15	Mrs. Shoemaker
16	Mrs. Pankau
17	Mr. Honnell
18	Mrs. Kallmeyer
19	Mrs. Vieth
20	Mrs. Boedges
21	Ms. Lerbs
22	Mr. Mueller
23	Mr. Stobart
24	Mr. Becker
25	Mr. McKay
26	Mrs. Pohlmann
27	Mr. Black
28	Mrs. Grotewiel
29	Mrs. Grotewiel
30	Mr. Temme
31	Ms. Johnmeyer
32	Mrs. Lassiter
33	Ms. Masur
34	Mr. Romick
36	Mr. Robb
37	Ms. Buschmann
38	Mrs. Uthlaut
39	Computer Lab
40	Mrs. Vieth
50-51	Mr. Reynolds
52-53	Mr. Ridder
54	Mrs. Vedder
56	Mr. Dell, Mr. James
61-63	Mr. Emmons, Mr. Gubera, Mr. Wenkel



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